



COMDTINST 12570.4

14 MAR 1988

COMMANDANT INSTRUCTION 12570.4

Subj: Civilian Travel Management Program

Ref: (a) Department of Transportation Travel Manual, DOT 1500.6A
(b) Federal Travel Regulations (FPMR 101-7/FPMR Bulletin A-40) NOTAL
(c) COMDTINST 5000.5 (series), Foreign Travel

1. **PURPOSE.** This instruction establishes Coast Guard policies, procedures, and practices for setting travel entitlements and paying travel claims of civilian employees of the U. S. Coast Guard. This instruction covers travel and transportation expenses of civilian employees of the U. S. Coast Guard.
2. **BACKGROUND.** Civilian travel policies and entitlements are derived from Chapter 57 of 5 U. S. C. 5701. The primary source of policy guidance for civilian travel management in the Coast Guard is reference (a) which is based on reference (b). Interpretations of entitlements are made by the Comptroller General of the United States (Comp. Gen.) and contained in both published and unpublished decisions issued by the office of the Comp. Gen. Summaries of decisions are published in the Civilian Personnel Law Manual published by the Office of the General Counsel, U. S. General Accounting Office and available from the Superintendent of Documents.
3. **DISCUSSION.**
 - a. **Nature of Civilian Travel Entitlements.** Travel entitlements are diverse, complex, and dynamic; changes occur frequently and at times on short notice. Changes in civilian travel policy, programs, and entitlements may occur for many reasons, including: new legislation, decisions issued by the Comptroller General of the United States, and revisions to reference (b) issued by the General Services Administration.

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3. b. Need for Prompt Dissemination of Travel Guidance. There is a need, therefore, for quickly disseminating information on civilian travel policy and practices to personnel with a need for such information. The audience for this information is as diverse as civilian travel entitlements themselves and includes: officials responsible for management of command civilian travel programs, employees who travel, their supervisors and travel authorizing officials, personnel involved in preparation of travel authorizations (orders), budget officials, and those responsible for processing and paying travel claims (e.g., Authorized Certifying Officer (ACO)).
- c. Sources of Civilian Travel Information and Guidance. The following are sources of information and guidance which are to be used to determine travel and transportation entitlements of Coast Guard civilian employees:
- (1) General Guidance on Civilian Travel. Overall guidance on civilian travel entitlements is contained in reference (a) which is composed of the following:
- (a) DOT O 1500.6A dtd. 2 JAN 85
 - (b) CH-1 dtd. 13 MAR 87
 - (c) CH-2 dtd. 29 JUL 87
 - (d) CH-3 dtd. 6 NOV 87

This guidance has been further supplemented by Supplements 23 and 24 to reference (b). These supplements contain substantial modifications to the entitlements contained in reference (a) for CONUS travel on or after 1 August 1987. Copies have been provided to civilian personnel officers, civilian personnel liaisons, and ACO's.

- (2) Standardized Regulations (Government Civilians, Foreign Areas) (SR). The SR, published by the U. S. Department of State contains guidance on travel and transportation entitlements for foreign travel and locality rates. Reference (c) contains Commandant policy and procedures for Coast Guard foreign travel of Coast Guard personnel (both military and civilian).
- (3) Civilian Personnel Per Diem Bulletins (Per Diem Committee Bulletins). Per Diem Committee Bulletins, published by the Per Diem, Travel and Transportation Allowance Committee of the U. S. Department of Defense contain locality rates for travel that is nonforeign and outside CONUS or, "OCONUS" travel (i.e., Alaska, Hawaii, Puerto Rico, and the territories and possessions of the United States).

3. c. (4) The Federal Travel Directory (FTD). The FTD, published on a monthly basis by the General Services Administration, contains domestic, international, and contract air and AMTRAK schedules and rates, rental car and ground transportation information. Effective January 1988, the FTD has been expanded to include hotel and motel rates currently found in the Federal Hotel/Motel Discount Directory, CONUS, OCONUS, and foreign per diem locality rates and some foreign hotel data.
- (5) The Joint Federal Travel Regulations (JFTR). Coast Guard civilian employee travel entitlements are not subject to the JFTR issued by the Department of Defense; however, some Coast Guard commands are authorized to use DOD forms, administrative claims processing practices and other procedures in lieu of those prescribed in reference (a). In no case, however, is the JFTR to be used to determine civilian travel entitlements.
- (6) Coast Guard Personnel Manual (COMDTINST M1000.6 (Series)). COMDTINST M1000.6 contains instructions on numbering certain types of civilian travel orders (i.e., permanent change of station).

4. DELEGATION OF CIVILIAN TRAVEL AUTHORITY.

- a. Civilian Travel in General. The Commandant (G-C) is delegated the authority to authorize civilian travel subject to the limitations in Chapter 2-2 of reference (a).
- b. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters are delegated the authority to authorize travel for civilians within their command. The authority to approve travel for subordinates may be redelegated consistent with effective management and the provisions of reference (a) and this instruction.
- c. Foreign Travel. Reference (a) establishes delegations and reservations of authority and reporting requirements for foreign travel by all Department of Transportation personnel. Reference (c) establishes policy and procedures for foreign travel of Coast Guard members and employees.
- d. Permanent Change of Station (PCS) Travel. Authority to approve civilian PCS travel for employees within or relocating to their commands is delegated to:
 - (1) Commander, Maintenance and Logistics Command (Atlantic (mpc));
 - (2) Commander, Maintenance and Logistics Command (Pacific (mpc));
 - (3) Commanding Officer, Coast Guard Yard; and
 - (4) Chief, Headquarters Civilian Personnel Branch (Commandant (G-CAS-5)).

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4. e. First Class Travel. Authority to authorize first class travel of civilian employees is reserved to Commandant (G-C). Requests for first class travel of civilian employees should be submitted via Commandant (G-P-1/1).
- f. Actual Subsistence Expense Travel. Authority to approve actual subsistence travel in consonance with reference (a) is delegated to area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters. This authority may be redelegated but no lower than one level.
- g. Nonemployee (Invitational) Travel. Authority to approve invitational travel is reserved to Commandant (G-C) except for preemployment interview travel, as described in paragraph 2-0203c of reference (a), and the following for which the Deputy Secretary of Transportation has approved redelegation to Commandant (G-P):
 - (1) Participants in Family Support Programs Ombudsman Training;
 - (2) Members of the Coast Guard Academy Advisory Committee;
 - (3) Members of the National Boating Safety Advisory Council;
 - (4) Lecturers and Instructors at National Boating Safety Courses; and
 - (5) Members of the Rules of the Road Advisory Council.

5. RESPONSIBILITIES.

- a. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters are responsible for managing the civilian travel program in their commands and monitoring the effectiveness with which officials to whom they redelegate travel approving authority carry out their responsibilities.
- b. Commandant (G-P). Commandant (G-P) is responsible for overall management of the Coast Guard travel program.
- c. Commandant (G-PC). Commandant (G-PC) is responsible for management of the Coast Guard civilian travel program; establishing and interpreting Coast Guard civilian travel policy and providing guidance on civilian travel policy and entitlements.

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5. d. Travel Approving Officials. Officials with authority to approve civilian travel are responsible for:
- (1) Authorizing only travel necessary to accomplish the mission of the Coast Guard in an effective and economical manner;
 - (2) Authorize itineraries and travel expenses which will most effectively serve mission requirements consistent with economy in the expenditure of appropriated funds.
 - (3) Monitoring travel of personnel for whom they authorize travel and reviewing travel claims for appropriateness of items and amounts;
- e. Employees. Employees are responsible for:
- (1) Exercising the same care in making arrangements and incurring expenses for official travel that a prudent person would exercise if traveling on personal business. Employees may be reimbursed only for those expenses necessary for the completion of official business.
 - (2) Providing themselves with funds for official travel for which the Government will reimburse them. Reference (a) permits advances in most travel situations where authorized by law. Travelers should note that rates established by the General Services Administration and the Department of State may not fully reimburse them for all expenses incurred while in a travel status; they are expected to modify spending to minimize any out-of-pocket expense.
 - (3) Prompt submission of accurate travel claims.
- f. Authorized Certifying Officer (ACO) and Other Officials Responsible for Processing, Reviewing and Paying Travel Claims. ACO's and other officials who process, review, and approve travel claims are responsible for examining claims for accuracy, legality, and compliance with regulation and, as appropriate, certifying claims for payment.
6. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters shall assure that the provisions of this instruction are implemented and that appropriate supervisory personnel and civilian employees are aware of its contents.



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